



System Administration Council

Education Subcommittee

Funds Request Form

Requestor's Name	Date
Signature	Event Date
Department	Amount Requested: \$
Funds Usage	
<input type="checkbox"/> 1) Reference Materials	
<input type="checkbox"/> 2) Professional Organization Stipend (attach copy of membership bill)	
<input type="checkbox"/> 3) Education Grant	
<input type="checkbox"/> 4) Lottery	
<input type="checkbox"/> 5) Presentation Stipend	
<input type="checkbox"/> 6) Small/group Conference (if acting representative, list participants below)	
Purpose of Conference/Training/Workshop/Presentation	

Approval

Note:

Supervisor signature required for requests 3, 4, and 6. Funds for *Education Grants* will be transferred upon completion of the presentation requirement.

Requestor's Supervisor	Print	Sign	Date
ESC Notes			